

APPROVED 9/3/2002

State of Texas
Records Retention Schedule

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11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

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___ REPLACEMENT PAGE
___ ADDENDUM PAGE

102 - OFFICE OF GENERAL COUNSEL											
	4445	BOARD OF HEALTH RESOLUTIONS & RELATED DOCUMENTS	AC+2	1	AC+3	O		O			PAPER & ELECTRONIC
	4446	TEXAS REGISTER "OPEN MEETINGS" & "IN ADDITION"	CE+1	1	CE+2	O		O			PAPER & ELECTRONIC
	4450	CERTIFICATIONS BY CUSTODIAN OF RECORDS	2		2	O		O			PAPER & ELECTRONIC
1.1	3604	ADMINISTRATIVE CASE FILES	AC+1		AC+1	O	R	O			PAPER, ELECTRONIC
1.1.007	4394	CORRESPONDENCE, ADMINISTRATIVE	2	1	3	O	R	O	X		PAPER & ELECTRONIC
1.1.008	4395	CORRESPONDENCE, GENERAL	1		1	O		O			PAPER & ELECTRONIC
1.1.014	4398	LEGAL OPINIONS & ADVICE	AV		AV	O	R	O			PAPER & ELECTRONIC
1.1.020	4400	OPEN RECORDS REQUESTS APPROVED	AC+1		AC+1	O		P			AC=DATE REQUEST IS FULFILLED
1.1.021	4401	OPEN RECORDS REQUESTS DENIED	AC+1	1	AC+2	O		P			AC=DATE OF DENIAL OF REQUEST
1.1.023	5227	ORGANIZATION CHARTS	US		US	O	A	O			PAPER & ELECTRONIC
1.1.026	5229	TEXAS REGISTER SUBMISSIONS	AC+1		AC+1	O		O			PAPER & ELECTRONIC
1.1.027	4402	PROPOSED LEGISLATION	AV		AV	O		O			PAPER & ELECTRONIC
1.1.040	5230	SPEECHES AND PAPERS	1	1	2	O	R	O			PAPER & ELECTRONIC
1.1.043	4406	TRAINING MATERIALS	US+1		US+1	O		O			PAPER & ELECTRONIC
1.1.048	4410	LITIGATION FILES	AC+1		AC+1	C	R	O			INFORMATION CONTAINED IN FILES DETERMINES IF THE FILE IS OPEN OR CONFIDENTIAL. PAPER & ELECTRONIC. AC=AS APPLICABLE, DECISION OF AN AGENCY NOT TO FILE A LAWSUIT OR DECISION THAT A LAWSUIT WILL NOT BE FILED AGAINST IT ON A MATTER; DISMISSAL OF A LAWSUIT OF WANT OF PROSECUTION OR ON A MOTION OF THE PLAINTIFF; OR FINAL DECISION OF A COURT (OR OF A COURT ON APPEAL, IF APPLICABLE) IN A LAWSUIT.
1.1.053	2090	REGISTRATION LOGS	AC		AC	O		P			

RETENTION CODES (Field 7)

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AV - As Long As Administratively Valuable
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LA - Life of Asset
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US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper
M - Microfilm
C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State
I - Retain in Agency
R - Review by State
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SECURITY CODES (Field 8)

O - Open Record
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VITAL CODES (Field 11)

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1.1.057	1680	TRANSITORY INFORMATION	AC		AC	O		O		PAPER, ELECTRONIC/AC=PURPOSE OF RECORD HAS BEEN FULFILLED.
1.1.063	5226	STAFF MEETING MINUTES	1		1	O		O		PAPER & ELECTRONIC
1.1.067	4404	REPORTS AND STUDIES--NON-FISCAL	2	1	3	O	R	O		PAPER & ELECTRONIC; INCLUDES OPEN RECORDS REPORTS
1.2.001	4412	DESTRUCTION SIGN OFF FORMS	FE+3		FE+3	O		O		PAPER & ELECTRONIC
1.2.005	4413	RECORDS RETENTION SCHEDULE	US		US	O		O		PAPER & ELECTRONIC
1.2.010	2088	RECORDS DISPOSITION LOGS	20		20	O		P		
2.1.001	4414	AUTOMATED FILES - PROCESSING FILES	AC		AC	O		E	X	
2.1.001	4416	PROCESSING FILES	AC		AC	O		O	X	PAPER & ELECTRONIC
2.1.002	4415	MASTER FILES	AC		AC	O		E	X	
2.1.007	4419	SOFTWARE PROGRAMS	AC		AC	O		E	X	
2.1.009	4418	TECHNICAL DOCUMENTATION	AC		AC	O		E	X	
3.1.001	4420	APPLICATIONS FOR EMPLOYMENT -NOT HIRED	1	1	2	O		P		CONTAINS SOME CONFIDENTIAL INFORMATION
3.1.002	2001	PERSONNEL FILES FOR ACTIVE EMPLOYEES	AC+5		AC+5	O		P		AC=TERMINATION OF EMPLOYMENT
3.1.006	1955	EMPLOYEE COUNSELING RECORDS	AC+3		AC+3	O		P		AC=TERMINATION OF COUNSELING
3.1.012	1948	EMPLOYMENT OPPORTUNITY ANNOUNCEMENTS	2		2	O		P		
3.1.014	4425	EMPLOYMENT SELECTIONS	2		2	O		P	X	MAY CONTAIN SOME CONFIDENTIAL INFORMATION
3.1.018	4423	GRIEVANCE RECORDS	AC+2		AC+2	O		O	X	MAY CONTAIN SOME CONFIDENTIAL INFORMATION. PAPER & ELECTRONIC/AC=FINAL DECISION ON GRIEVANCE

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3.1.019	4426	PERFORMANCE JOURNALS	2		2	O		O			MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE. PAPER & ELECTRONIC
3.1.020	4422	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5	O		O			MAY CONTAIN SOME CONFIDENTIAL INFORMATION. PAPER & ELECTRONIC, AC=TERMINATION OF CORRECTIVE ACTION
3.1.021	4424	PERSONNEL DISCIPLINARY ACTION - DOCUMENTATION	AC+5		AC+5	O		O	X		MAY CONTAIN CONFIDENTIAL INFORMATION AC=TERMINATION OF EMPLOYMENT/PAPER, ELECTRONIC
3.1.022	4427	PERSONNEL INFORMATION	2		2	O		O			PAPER & ELECTRONIC/CONVENIENCE COPY
3.1.023	4428	POSITION DESCRIPTIONS	US+4		US+4	O		O	X		PAPER & ELECTRONIC
3.1.034	5467	RESUMES - UNSOLICITED	1		1	O		O			PAPER & ELECTRONIC
3.3.023	5837	TRAVEL AUTHORIZATION REQUESTS	FE+3		FE+3	O		P			
3.4.002	4434	LEAVE STATUS REPORTS	FE+1	2	FE+3*	O		P	X		
3.4.004	5014	OVERTIME AUTHORIZATIONS	2		2	O		P			
3.4.006	2959	TIME SHEETS	4		4	O		O			PAPER, ELECTRONIC; 40 TAC815.106(i)
3.4.007	4435	TIME OFF/SICK LEAVE REQUESTS	FE+3		FE+3*	O		O			PAPER, ELECTRONIC
4.2.005	1812	PURCHASE VOUCHERS	FE+3		FE+3	O		O			PAPER, ELECTRONIC
4.5.002	4439	INTERNAL MANAGEMENT REPORTS	FE+3		FE+3	O		O			PAPER & ELECTRONIC
5.1.001	4441	CONTRACTS & LEASES	AC+4		AC+4*	O		O	X		PAPER & ELECTRONIC
5.1.014	1785	OFFICE PROCEDURES	US+1		US+1	O		O			PAPER, ELECTRONIC
5.3	5769	PROCUREMENT CARD PURCHASES - SUPPORTING DOCUMENTATION	FE+4		FE+4	O		P			
5.4.011	5184	VISITOR REGISTER LOG	3		3	O		P			

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102 - OFFICE OF GENERAL COUNSEL

5.5.001

1772 BILLING DETAIL - TELECOMMUNICATIONS
OTHER THAN TEX-AN

FE+3

FE+3 *

O

P

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